

INTERNAL
COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Subject: DHRD TRAINING SCHEDULE (JANUARY – JUNE 2008)

Originator: W. Ikemori (6-4971)

To: SOs, DAS

From: PERS

Date: 11/21/07

Memo No. 1

The Department of Human Resources Development (DHRD) has announced their training schedule for the period from **January through June 2008**. Classes are listed by island (Big Island-Hilo/Kona, Kauai, Maui/Molokai/Lanai, and Oahu).

This schedule is available on the Department of Human Services Website. Please forward the attached schedule and/or circulate to the appropriate units in your Division as this schedule should be made available to all employees.

Registration procedures are as follows:

1. Submit a prioritized list of employees on the attached DHS 104 Form no later than **fifteen (15) working days** prior to the scheduled class. Include each employee's identification number on the designated line.
2. For vendor courses with cost, include a notation of "P-Card" or "Purchase Order Number" (in lieu of access to P-Card).
3. For DHRD courses with cost, include the Uniform Act Codes (Appropriation and Act Codes) on the designated line.
4. Enrollment will be confirmed on a first-come, first-served basis. Division Training Coordinators will be notified of approvals.
5. If an employee has been approved and cannot attend, be sure to notify PERS-TS. Cancellations may be made up to **five (5) working days** prior to the start of class. There is a charge for cancellations made in less than the allotted time.
6. Any changes (substitutions or cancellations) made for classes DHRD conducts, requires a written notification (reason for change) prior to the start of the class.

Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959(TTY).


PERS

c: DIR

DEPARTMENT OF HUMAN SERVICES

DHS 104

Request to Attend PERS or DHRD Sponsored Training

COURSE TITLE: _____ SESSION DATE: _____
COURSE CODE/SESSION NUMBER: _____ TIME: _____
COLLEGE/VENDOR: _____ LOCATION/ROOM: _____
P.O. NO./UNIFORM ACT CODE(Required): _____ COURSE FEE: _____
CONTACT PERSON: _____ TELEPHONE: _____

INSTRUCTIONS:

1. Submit this form ORIGINAL ONLY approved/signed by SO/DA to PERS-TU at least thirteen (13) workdays prior to the start of the training.
2. List names in order of priority.
3. In the designated spaces, type the Name, Employee Identification No.(refer to back of DHS Employee Identification Badge), Position Title, Division, Bargaining Unit, and Telephone No. for each applicant.
4. Use the following codes to indicate any special needs in the SPEC NEED column: P=Parking, PA=Personal Assistance, R=Reader, N=Note Taker, O=Other (indicate).
5. Provide a Purchase Order Number or Uniform Act Code (appropriation and act code) when indicated on the course announcement.

| SPEC NEED | NAME (LAST, First MI) | IDENTIFICATION NUMBER | POSITION TITLE | SO/DIV | BU | TEL. NO. |
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SO/DA DATE DIRECTOR DATE

COMMENTS: _____

**PROCEDURES FOR NEW HORIZONS HAWAII COMPUTER TRAINING
CLASSES**

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| Class Registration | Registration will be on a first-come first-served basis. If the number of requests exceeds capacity, acceptance and confirmation will be according to listed department priority. Each DHS 104 should include a contact person to ensure proper processing and/or invoicing.* |
| Classroom courses | There are two training locations, ICSD Lab and New Horizons, therefore it is very important the participants know the class location and start time. Class disposition will be made five (5) working days prior to the start of class. |
| Cost | The cost for all classroom courses (ILT-Instructor Led Training) varies from \$139.00 to \$199.00. |
| Prerequisites | Prerequisites are noted in the course outlines. New Horizons stress the importance of completing prerequisites to ensure participants receive full value from their training. Not having prerequisites may hinder the participant's ability to grasp all of the information presented in the class. |
| Class Confirmation and Rescheduling Policy | <p>New Horizons will not accept any registrations without proper P-Card authorization or a purchase order number. Incomplete submissions will be returned to the submitting Division.</p> <ul style="list-style-type: none"> • New Horizons will notify (via email) PERS-TS and the participant listed in each registration to confirm attendance. • Please ensure that the email address of the participant is included on the form DHS 104. <p>All classes must have a minimum of five (5) students; otherwise class will be rescheduled to the next available date. Class cancellations must be made with a minimum advance notice of five (5) working days.</p> |
| Cancellation | <ul style="list-style-type: none"> • New Horizons will accept cancellations prior to five (5) working days prior to the start of class. • Cancellations five (5) or fewer working days prior to start of class will be charged the full registration fee. • New Horizons will provide a minimum of three (3) working days notice when rescheduling or canceling a course. |
| Substitutions | <p>New Horizons will allow substitutions for classroom courses.</p> <ul style="list-style-type: none"> • PERS-TS will verify the substitution by sending the registration prior to the start of the class with the changes reflected via fax or email. <p>Substitution fax or email is to include course name and date of both original course, participant, and contact information and new course, participant name, and contact information.</p> |

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| Non-registered Participants | If time permits and there are seats available in the class, the instructor will attempt to verify enrollment by calling PERS-TS. |
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| | <p>If there are no seats available, if time does not permit, or if the instructor is not able to receive verification, the participant will be instructed to return to work.</p> |
| Tardiness | <p>The participant should note the starting time of the class and be at the training location prepared for class instruction at the start time.</p> <ul style="list-style-type: none"> • New Horizons will allow a confirmed participant into the class up to 30 minutes after the start time. • If a participant should arrive after the 30 minutes, he/she will be asked to return to his/her workplace and reschedule the class for another time. • Rescheduling will be done on a first-come, first-served basis. |
| Payment | <p>Payments are to be made to “New Horizons Computer Learning Centers” or “New Horizons CLC of Hawaii”.</p> <p>On the DHS 104 training request form, provide either a P.O. number or write “P-Card” (do not provide card number) on the proper line. PERS-TS will call the contact person (indicated on the DHS 104) for the P-Card number, expiration date, and the cardholder’s name.* Per FMO/PA, purchase orders (with written justification) may be used <u>only</u> if a P-Card authorization is unavailable.</p> <p>New Horizons will issue invoices to PERS-TS on a monthly basis. The invoices, which include student, course, and course date information, will be sent to Division Training Coordinators for processing.</p> |
| Lunch Room (New Horizons location only) | <p>A break room is provided with tables and chairs. New Horizons also provide free coffee daily, a refrigerator, a microwave oven, and soda/snack vending machines.</p> |
| Free Class Re-sit | <p>A participant who has taken a specific classroom course will be allowed to re-sit the same course one time, on a space available basis at no charge.</p> <ul style="list-style-type: none"> • Please follow normal registration procedures using “RESIT” as the fee. • PERS-TS will receive an email confirming the availability of space for the participant. • If confirmed for the class, the participant must bring the manual previously received, to class. <p>If the participant does not have a book and wishes to purchase a manual at their own expense the cost is \$25.00 + tax.</p> |

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| Help Line | <p>Participants who have taken a classroom course may obtain additional help for that specific class for the duration of the contact period.</p> <p>Please provide all of the following information when requesting help:</p> <ul style="list-style-type: none"> • Name, email address, and contact number • Name of the department • Name of the course • Page number and topic in the manual where the participant has a question • Specific question <p>Requests for help can be faxed, emailed, or called in to: Phone: # 441-3423 Email: hystatecontract@nhofhawaii.com Facsimile: (808) 947-4494</p> <p>Responses will be made in one working day.</p> |
| Course Evaluation | <p>To ensure continued exceptional service, each participant completes a survey at the end of each course giving his/her opinion of the center. Areas like course material, instructor, course content, and overall presentation are just a few topics that will be asked for feedback.</p> |
| Free Computer Labs | <p>There is an onsite computer lab for participants to utilize during the hours of 8:00a.m. to 4:30p.m. Monday through Friday.</p> |
| Participant Handbooks | <p>Each participant will be provided a comprehensive resource guide. The instructor will inform participants (at the beginning of class) where the modules that are reviewed, are referenced.</p> |
| Location | <p>Ala Moana Pacific Center 1585 Kapiolani Boulevard, Suite 1000 Honolulu, Hawaii 96814 Phone: 947-4474 Fax: 947-4494</p> |
| Parking | <p>Free parking validation. Please park in the Ala Moana Pacific Center Building and bring your ticket to class for validation.</p> |

**New Horizons of Hawaii
1585 Kapiolani Blvd Ste 1000
Honolulu, HI 96814**

To get to New Horizons of Hawaii:

From the West Side:

- **Take H1 Freeway East to the Kinau Exit**
- **Travel Diamond Head on Kinau St**
- **Take a right turn onto Keeaumoku St**
- **Continue down Keeaumoku St until the intersection with Kapiolani Blvd.**
- **Turn Left on Kapiolani Blvd**
- **At the next light turn right onto Mahukona St.**
- **Turn right at the intersection of Mahukona St and Kona St which brings you to the back of the building.**
- **Enter the parking garage for the Ala Moana Pacific Center Building.**
- **Take a ticket and park on the 6th floor.**
- **Bring ticket to class to get validated.**
- **Take parking elevator to 7th floor.**
- **Take elevator in the center of the building to the 10th floor.**

From the East Side:

- **Take H1 Freeway West to the Wilder Exit**
- **Travel West on Wilder Avenue**
- **Take a Left turn onto Keeaumoku St**
- **Continue down Keeaumoku St until the intersection with Kapiolani Blvd.**
- **Turn Left on Kapiolani Blvd**
- **At the next light turn right onto Mahukona St.**
- **Turn right at the intersection of Mahukona St and Kona St which brings you to the back of the building.**
- **Enter the parking garage for the Ala Moana Pacific Center Building.**
- **Take a ticket and park on the 6th floor.**
- **Bring ticket to class to get validated.**
- **Take parking elevator to 7th floor.**

Take elevator in the center of the building to the 10th floor.

Maps on the next page

The map displays the Ala Moana Center area in Honolulu, Hawaii. The Nordstrom Construction Site is highlighted in blue, situated between Kalia Rd and Kalia St. The Ala Moana Pacific Center is also highlighted in blue, located south of the construction site. Major roads shown include Kalia Rd, Kalia St, Ala Moana Blvd, and Kalia Way. Nearby landmarks include the Pearl Harbor Federal CU, American Savings Bank, and the Ala Moana Center. The map also shows the location of the Ala Moana Center relative to the construction site and the Pacific Center.

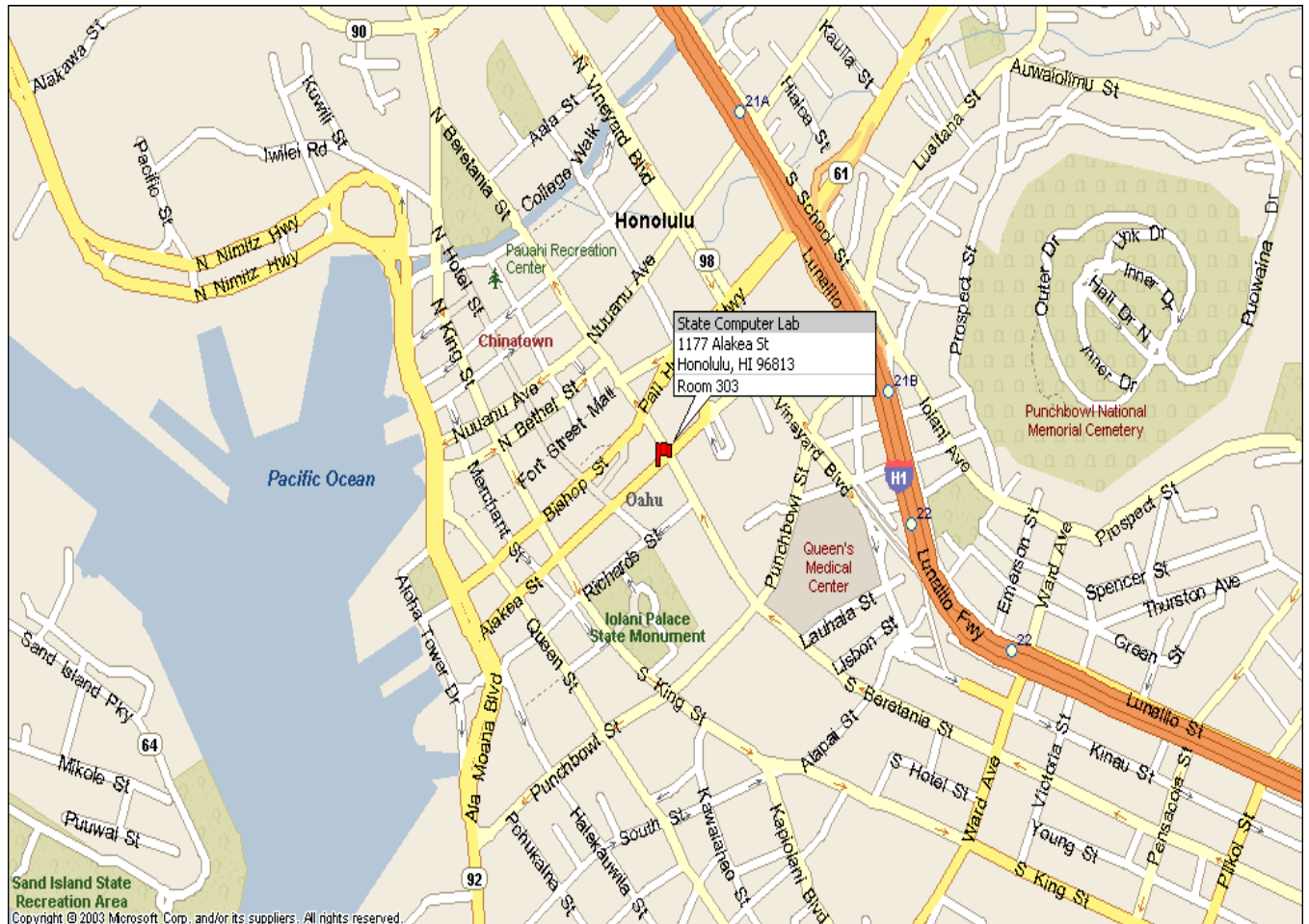
ICSD Downtown Location

The ICSD Lab is located at 1177 Alakea Street, Room 303. Alakea Street is one way running mauka.

The Capitol Center (Keone Ana) building is located on the corner of Alakea and S. Beretania Street, just past the District Court House (Kauikaouli Hale). You may access the building from Alakea Street. The computer lab is situated on the 3rd Floor.

Parking: Arrangements are the responsibility of the registrants. Nearest public parking is at Ali'i Place also located on Alakea Street. The parking entrance is on Alakea Street.

Metered Parking within the civic center area is limited and on average is good only for 2 hours.



HRMS REGISTRATION PROCEDURES FOR HRD CONDUCTED CLASSES
(as identified in the Training Schedule next to cost column)

REGISTRATION:

Employee names should be listed in departmental priority and enrollment is subject to space availability.

Registration will close fifteen working days prior to the start of class. Exceptions can be made based on low enrollment and/or instructor prerogative.

CONFIRMATION:

Confirmation will be made by HRD, Training Office, upon close of registration to PERS-TS (Personnel Office Training Staff).

Notification of employee attendance, class start time, and class location is the responsibility of the departmental personnel office (PERS-TS).

CANCELLATION:

Departments will be charged for classes that have a fee if notice of student cancellation is not received five working days prior to the start of class.

For HRD's Genuine Leadership 1 and 2 and Problem Solving: Generating Innovative Solution classes, departments will be charged for the course if notice of student cancellation is not received at HRD's Training Office ten working days prior to the start of the course. (Ten working days are required for these courses as materials need to be ordered and shipped from the Mainland).

Notification of class cancellations to participants is the responsibility of the departmental personnel offices (PERS-TS).

SUBSTITUTION:

Once confirmation is made, any substitution must be in writing and faxed to PERS-TS FAX -586-4990 or via e-mail with the following information:

-Employee Name(s) -Employee ID number -Reason for Change

PAYMENT:

Departments will be invoiced for each class that has a fee. Payment can be made by journal voucher or check. Departmental personnel offices (PERS-TS) will receive periodic notices of overdue payments.

PARKING/SPECIAL NEEDS:

Parking arrangements are the responsibility of each department. Departments must follow DAGS procedures in requesting special function parking passes.

Departments are to notify HRD of any arrangements for special needs (e.g. sign language interpreter, large print materials, mobility devices, etc.) as soon as possible.

CLASS LOCATION CODES

| Class Location | Location Address |
|--------------------|---|
| Hilo | |
| HI HaCC | Hawaii Community College |
| HI HaCCclc | Hawaii Community College, Computer Learning Ctr, Bldg 380, Hilo |
| HI Air | Hilo International Airport conference rm, Hilo |
| HI ArmRCtr | Army Reserve Center, 470 W. Lanikaula Street, Hilo |
| HI BIWC | Big Island Workplace Connection (BIWC), 1990 Kinoole St., #102 , Hilo |
| HI Schultz Siding | Hawaii Schultz Siding , 630E Lanikaula St., Hilo |
| HI SOB Hilo | State Office Building, conference rooms, Hilo |
| HI UPW | Hilo UPW conference room, 362 E. Lanikaula St, Hilo |
| Kona | |
| KoAirP Kona | Kona International Airport, Conference Room, Kona (Updated) |
| Old KonaAirP | Old Kona Airport Pavilion, 75-548 Kuakini Highway, Kona |
| Ko HaCC | Hawaii Community College, Kona (location to be determined) |
| Ko RoyalKonaResort | Royal Kona Resort, 75-5852 Alii Drive, Kailua-Kona |
| Kauai | |
| Ka KaCC OCET MC | Kauai Comm College, Main Campus, OCET Trng Lab, 3-1901 Kaumualii Hwy, Lihue |
| Ka KaCC OCET 1 | Kauai Comm College, Classroom 1 |
| Ka KaCC OCET 2 | Kauai Comm College, Computer Lab |
| Ka KaCC OCET MP | Kauai Comm College, Multipurpose Room |
| Ka KaCCPAC | Kauai Comm College, Performing Arts Center, 3-1901 Kaumualii Hwy, Lihue |
| Ka KaCCOCET WS | Kauai Comm College, Westside, 9935 Kaumualii Hwy, Suite A, Waimea |
| Ka CC TBA | Kauai Comm College, To be announced |
| Ka Lihue Air | Lihue International Airport Mezzanine conference rm, Lihue |
| Ka Moikeha | Moikeha Building, conference rooms, 4444 Rice Street, Lihue |
| Ka SBCR | State Building, conference rooms, 3060 Eiwa Street, Lihue |
| Ka UPW | Kauai UPW conference room, 4211 Rice Street, Lihue |
| Ka Westside Lab | Kauai Westside Lab, 9935 Kaumualii Hwy, Suite A, Waimea, |
| Maui | |
| Ma CD Cty Bldg | Maui Civil Defense Emergency Operations Ctr, County Bldg, 200 S. High St, Wailuku |
| Ma SOB DAGS | Maui State Office Building, State Office Building, DAGS Conf Rm, 54 High St, Wailuku |
| Ma DOT Hwy | DOT Hwys Division, conference room, 650 Palapala Drive, Kahului |
| Ma MaCC | Maui Comm College, Lahaina, Room 225, 310 Kaahumanu Avenue, Kahului |
| Ma UPW | Maui UPW conference room, 841 Kolu Street, Wailuku |
| Mo SOBCR | Molokai State Office Building conference room, 45 Makaena Place, Kaunakakai |
| LA ArprtCR | Lanai Airport Conference Room |
| Oahu | |
| CTA Airport Campus | 550 Paiea Street, Honolulu |
| Oa Aloha ST | Aloha Stadium, Hospitality Room, 99-500 Salt Lake Boulevard, Honolulu |
| OaDOT Kakoi | Dept of Transportation, Highways Division Oahu District conference room, 727 Kakoi Street, Honolulu |
| Oa HonAirInter | Honolulu International Airport, Inter-island Terminal, Conference Rm, 7 th Flr, Honolulu |
| Oa KCCkauila | Kapiolani Comm College, Kauila Bldg, various rms, 4303 Diamond Head Road |
| Oa KCCmano | Kapiolani Comm College, Manono Bldg; various rms, 4303 Diamond Head. Road |
| Oa LCCce202 | Leeward Comm College, Community Svcs Bldg (Ewa portables), 96-045 Ala Ike Street, Pearl City |

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| Oa CapCtr rm 303 | ICSD Computer Lab, Capitol Center Bldg, 1177 Alakea Street, rm 303, Honolulu |
| Oa StCapAu | Hawaii State Capitol, Basement Auditorium, 415 S. Beretania Street, Honolulu |
| Oa SOT | State Office Tower (Leiopapa A Kamehameha) various rooms, 235 S. Beretania Street |
| Oa Kapolei St Bldg | Kakuhihewa State Bldg., 601 Kamokila Blvd, Kapolei |
| Oa UHM Ca Ctr | University of Hawaii at Manoa, Campus Center, various rooms, 2465 Campus Road |



Training Schedule

**JANUARY – JUNE
2008**

**State of Hawaii
Department of Human Resources Development**

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BIG ISLAND

Reminder: Register with your departmental personnel office.

Computer courses offered by Hawai'i Community College will be offered to both State and County Employees, so enrollment is on a first come, first served basis.

COMPUTERS

MICROSOFT WORD INTRODUCTION

This course will introduce you to basic word processing skills using Microsoft Word. You will learn word processing skills such as creating and editing a document, inserting dates and time, changing fonts, adding bullets, adjusting tab stops and inserting section breaks. Recommended preparation: Microsoft Windows introduction class or have equivalent knowledge. (Textbook included)

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|---------|----------------|-----|---------------|---------|------------|
| 081C161 | February 05-06 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |
| 082C161 | May 06-07 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |

MICROSOFT WORD INTERMEDIATE

In this course you will learn additional editing and formatting techniques to create a table, set up multiple column documents, use styles and templates, set up an outline, and use mail merge features. If time permits, Word Internet features will be covered. Recommended preparation: Microsoft Word Introduction class or have equivalent knowledge. (Textbook included)

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|---------|----------------|-----|---------------|---------|------------|
| 081C171 | February 12-13 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |
| 082C171 | May 13-14 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |

MICROSOFT WORD ADVANCED

In this course you will get an in-depth look at Word's advanced features. You will cover topics such as adding calculations to tables, working with charts and pictures, creating forms and managing workgroup projects. Recommended preparation: Microsoft Word Intermediate class or have equivalent knowledge. (Textbook included)

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|---------|-------------|---|----------------|---------|------------|
| 081C361 | February 19 | T | 12:30pm-4:30pm | \$85.00 | HI HACCclc |
| 082C361 | May 20 | T | 12:30pm-4:30pm | \$85.00 | HI HACCclc |

MICROSOFT EXCEL INTRODUCTION

This course is designed to introduce you to Excel spreadsheets. You will learn to create and manage data, modify columns and rows, use worksheet shortcuts, add borders and shading, and use Excel functions (sum, average, count). Recommended preparation: Microsoft Windows introduction class or have equivalent knowledge. (Textbook included)

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|---------|-------------|-----|---------------|---------|------------|
| 081C201 | March 04-05 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |
| 082C201 | June 03-04 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |

MICROSOFT EXCEL INTERMEDIATE

In this course you will broaden your knowledge of Excel by learning to use templates, using more Excel functions (Financial, Logical, Date/ Time, Vlookup, and Hlookup), inserting check box controls, creating charts, and linking related worksheets. Recommended preparation: Microsoft Excel Intermediate or have equivalent knowledge. (Textbook Included)

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|---------|-------------|-----|---------------|---------|------------|
| 081C211 | March 11-12 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |
| 082C211 | June 09-10 | M,T | 1:00pm-4:00pm | \$95.00 | HI HACCclc |

MICROSOFT EXCEL ADVANCED

In this course you will learn to use Excel's advanced features. You will cover topics such as restricting cell entries, applying conditional formatting, creating custom templates and creating pivot table and pivot chart reports.

Recommended preparation: Microsoft Excel Intermediate class or have equivalent knowledge.

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|---------|----------|---|----------------|---------|------------|
| 081C351 | March 18 | T | 12:30pm-4:30pm | \$85.00 | HI HACCclc |
| 082C351 | June 17 | T | 12:30pm-4:30pm | \$85.00 | HI HACCclc |

MICROSOFT ACCESS INTRODUCTION

This course is designed to introduce you to the fundamental features of a database. Topics include setting up a database, creating forms, modifying and manipulating data, displaying records, and creating simple reports.

Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

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|---------|-------------|-----|---------------|---------|------------|
| 082C300 | April 01-02 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |
|---------|-------------|-----|---------------|---------|------------|

ACCESS: TABLES

Learn to modify the design of a table, add memo fields to a table, work with multiple tables, create relationships, validate field entries, and create Lookup fields. Recommended preparation: Microsoft Access Introduction class or have equivalent knowledge. (Textbook included)

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|---------|----------|---|---------------|---------|------------|
| 082C311 | April 08 | T | 1:00pm-4:00pm | \$59.00 | HI HACCclc |
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ACCESS: FORMS

Learn how to design custom forms, add headers and footers, add calculation controls, add pictures, and modify form properties. Recommended preparation: Microsoft Access Introduction class or have equivalent knowledge. (Textbook included)

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|---------|----------|---|---------------|---------|------------|
| 082C321 | April 09 | W | 1:00pm-4:00pm | \$59.00 | HI HACCclc |
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ACCESS: QUERIES/ REPORTS

Learn how to extract your information from multiple tables to create reports, cover sheets, and mailing labels.

Recommended preparation: Microsoft Access Introduction class or have equivalent knowledge. (Textbook included)

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|---------|----------|---|---------------|---------|------------|
| 082C331 | April 10 | R | 1:00pm-4:00pm | \$59.00 | HI HACCclc |
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POWERPOINT INTRODUCTION

Learn to create professional-looking presentations with Microsoft PowerPoint. You will be introduced to PowerPoint features and work through the necessary steps to use the features correctly. Learn to create slides, add a table, insert clipart images, design templates, and produce a slide show. Recommended preparation: Microsoft Windows Introduction class or have equivalent knowledge. (Textbook included)

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|---------|-------------|-----|---------------|---------|------------|
| 082C271 | April 15-16 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |
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POWERPOINT INTERMEDIATE

Expanding on your PowerPoint Introduction experience, learn to share data with Microsoft Excel and Word, add special artistic effects, work with autosshapes, add animation effects, and use PowerPoint Internet features.

Recommended preparation: Microsoft PowerPoint Introduction class or have equivalent knowledge. (Textbook included)

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|---------|-------------|-----|---------------|---------|------------|
| 082C381 | April 22-23 | T,W | 1:00pm-4:00pm | \$95.00 | HI HACCclc |
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POWERPOINT ADVANCED

For those that want to advance further, learn to reset paragraph indentations, include sounds and videos in a presentation, exclude a slide from a slide show, and create custom design templates. Recommended preparation: Microsoft PowerPoint Intermediate class or have equivalent knowledge. (Textbook included)

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|---------|------------|--|----------------|---------|------------|
| 082C391 | April 29 T | | 12:30pm-4:30pm | \$85.00 | HI HACCclc |
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PROFESSIONAL DEVELOPMENT

DHUCK YOUR RESPONSIBILITIES (TIME MANAGEMENT)

There are always more demands on your time than there is time to do it all. No wonder you feel overworked, overwhelmed, and underappreciated. Learn quick, useable techniques for dealing with an overwhelming "to do" list and learn effective use of your current time management tools.

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|---------|--------|--------------|--------------|---------|
| 081N001 | Feb 20 | 8:00a-11:00a | \$69.00-HaCC | Hi HaCC |
|---------|--------|--------------|--------------|---------|

DHUCK STEPS TO ORGANIZING

When life gets out of hand, clutter starts piling up. It doesn't take long to feel overwhelmed by the seemingly impossible task of getting your life, your space and your stuff back under control. Learn simple techniques to use to break through the feelings of overwhelm and inaction in order to act. Gain insight into your personal organizing style, create a plan for a realistic organizational system for a specific problem area, and learn how to improve your filing system in your office. Come with issues and organizational problems that you need to solve.

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| 081N002 | Feb 20 | 1:00-4:00p | \$69.00-HaCC | Hi HaCC |
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GRAMMAR REFRESHER

Are you not sure whether to use "he" or "him", "who" or "whom", "good" or "well"? You will relearn to write using the correct parts of speech, sentence structures, and principles of understanding punctuation rules. Weekly sessions will help to reinforce key areas stressed during the week.

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|---------|--------------------------|-------------|--------------|---------|
| 081N003 | March 7, 14, 28, April 4 | 8:00-10:00a | \$89.00-HaCC | Hi HaCC |
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BUSINESS COMMUNICATION SKILLS

This class concentrates on verbal and non-verbal communication in the business environment, however, it is transferable to all areas of your life. You will identify and understand your own biases, assumptions and perception and how it impacts your ability to communicate effectively. Understand how powerful the words you select and use, your tone of voice and your body language has on others.

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|---------|----------|--------------|-----------------|---------|
| 082N001 | April 4 | 8:00-12 noon | \$79.00-Ko HaCC | Hi HaCC |
| 082N003 | April 18 | 8:00-12 noon | \$79.00-HaCC | Hi HaCC |

TEAMBUILDING

Recognize the importance of teamwork and develop a model for understanding the required cornerstones for building strong teams in your work environment. Learn to identify the specific characteristics of effective and productive teams, the skills exhibited by leaders of excellent teams; understand the advantages and disadvantages of teams, and assess and evaluate your own team.

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|---------|----------|------------|-----------------|---------|
| 082N002 | April 4 | 1:00-4:00p | \$69.00-Ko HaCC | Hi HaCC |
| 082N004 | April 18 | 1:00-4:00p | \$69.00-HaCC | Hi HaCC |

TODAY'S CUSTOMER SERVICE EXCELLENCE

Customer service used to mean meeting our clients' needs and expectation but now, customer service is matching our services with our customers needs. Service excellence is seeing how far you can exceed your customers' expectations. This training covers how to improve communication skills with internal and external customers, how to building customer loyalty, how to identify and exceed customer's true expectations and how to ensure continual service excellence.

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| 082N005 | May 16 | 8:00-12 noon | \$79.00-HaCC | Hi HaCC |
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SAFETY

DRUG AND ALCOHOL TESTING BU 1 NON-CDL EMPLOYEE BRIEFING (DATU1)

This class is an employee briefing on the implementation of the BU 1 Alcohol and Controlled Substance Testing Program. The purpose of the class is to educate BU 1 Non-CDL employee members who may be subject to the Drug and Alcohol Testing Agreement.

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|-----------|-------|----------------|------------|---------------------|
| Sess 0043 | Jan 7 | 9:00a – 11:00a | \$0.00-HRD | KoAirP Kona, ConfRm |
| Sess 0044 | Jan 8 | 9:00a – 11:00a | \$0.00-HRD | KoAirP Kona, ConfRm |
| Sess 0045 | Jan 8 | 1:00p – 3:00p | \$0.00-HRD | KoAirP Kona, ConfRm |
| Sess 0046 | Jan 9 | 1:00p - 3:00p | \$0.00-HRD | KoAirP Kona, ConfRm |

DRUG AND ALCOHOL TESTING BU 1 NON-CDL SUPERVISOR TRAINING (DATU1S)

This is an orientation class open to BU 2, and above, managers and supervisors of BU 1 Non-CDL employees in the Drug and Alcohol Testing Program. It is a mandatory 4-hour program covering implementation of the BU 1 Non-CDL Drug and Alcohol Testing Program.

Important Note: BU 1 working supervisors should enroll in the Drug and Alcohol Testing BU 1 Non-CDL Employee Briefings (class code: DATU1).

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|-----------|-------|----------------|------------|---------------------|
| Sess 0017 | Jan 7 | 12:00 – 4:00p | \$0.00-HRD | KoAirP Kona, ConfRm |
| Sess 0018 | Jan 9 | 8:00a – 12:00p | \$0.00-HRD | KoAirP Kona, ConfRm |

KAUAI

Reminder: Register with your departmental personnel office.

| | | |
|------------------|--|---|
| Location: | KAUAI COMMUNITY COLLEGE 3-1901 Kaumuali'i Hwy. Lihue, HI 96766 | <ul style="list-style-type: none"> • OCET 1 (Classroom 1) • OCET 2 (Computer Lab) • OCET MP (OCET Multipurpose Room) |
|------------------|--|---|

COMPUTER

COMPUTERS MADE EASY

This course is for the beginning user who already has basic typing skills. Navigate within the Windows environment, practice using the mouse, and learn the fundamental concepts of hardware, software, and operating systems.

Understand what you need to know to make an informed decision on purchasing a PC appropriate for your needs. An introduction to basic file management techniques will be explored.

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|----------|--------------|-----|---------------|------------|-------|--------|
| 08S-C020 | Jan 29, 31 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |
| 08S-C021 | March 18, 20 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |
| 08S-C022 | May 27, 29 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |

WINDOWS XP

Learn the basics of Windows navigation, mouse operations, and window moving and resizing. Explore the components of your computer, manage folders and documents, and modify system settings to customize Windows. Create and use Windows shortcuts, rearrange icons, explore other Windows applications such as Word, Excel, Paint and Calculator, and browse the World Wide Web using Microsoft Internet Explorer.

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|----------|--------------|-----|---------------|------------|-------|--------|
| 08S-C030 | Feb 12, 14 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |
| 08S-C031 | March 11, 13 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |
| 08S-C032 | April 15, 17 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |
| 08S-C033 | May 13, 15 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |
| 08S-C034 | June 10, 12 | TTh | 1:00p - 4:30p | \$100-KaCC | OCET2 | DuBois |

EXCEL 2003 INTRODUCTION

Prerequisite: Windows XP or equivalent experience. Use Excel 2003 to build financial worksheets with ease.

Learn basic data and formula entry, spreadsheet formatting tools and discover the magic of "auto fill". Learn how to format worksheets using formatting options such as changing the alignment and font of cell entries. Change page orientation and add headers/footers to pages, and use borders and shading options to enhance worksheet appearance. Excel functions to be covered include Sum, Average, Min, Max, and Count.

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|----------|-------------|-----|----------------|------------|-------|
| 08S-C300 | Jan. 22, 24 | TTh | 8:30a - 12:00p | \$100-KaCC | OCET2 |
| 08S-C301 | March 3, 5 | MW | 8:30a - 12:00p | \$100-KaCC | OCET2 |

EXCEL 2003 INTERMEDIATE

Prerequisite: Excel Introduction or equivalent. Expand your knowledge of Excel editing and formatting techniques by using styles and various alignment options. Learn how to use absolute cell references in formulas. Create and plot charts to visually reflect spreadsheet data. Design and manipulate a database list that can be sorted and filtered to extract specific information. Link worksheets, control worksheet displays, and add pictures and diagrams to worksheets.

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|----------|--------------|-----|----------------|------------|-------|
| 08S-C310 | Jan 29, 31 | TTh | 8:30a - 12:00p | \$100-KaCC | OCET2 |
| 08S-C311 | March 17, 19 | MW | 8:30a - 12:00p | \$100-KaCC | OCET2 |

EXCEL 2003 ADVANCED

Prerequisite: Excel Intermediate or equivalent. Excel financial functions to be covered include PMT (payment), FV (future value), DATE and NOW functions. Perform "what if" analysis with summary reporting, perform IF functions using numeric and text information. Use various financial functions and generate a pivot table, and more!

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|----------|-----------------|-----|----------------|------------|-------|
| 08S-C320 | March 31, Apr 2 | MW | 1:00p - 4:30p | \$100-KaCC | OCET2 |
| 08S-C321 | May 27, 29 | TTh | 8:30a - 12:00p | \$100-KaCC | OCET2 |

OUTLOOK 2003 INTRODUCTION

Prerequisite: Windows experience or equivalent. Learn the basics of working with Outlook menus and toolbars to send and receive mail messages, manipulate and manage mail messages, set up appointments and meetings. Create a contact list, tasks list, maintain a journal and use the notes folder.

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| 08S-C330 | Feb 19, 21 | TTh | 8:30a - 12:00p | \$100-KaCC | OCET2 |
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POWERPOINT 2003 INTRODUCTION

Prerequisite: Windows experience or equivalent. Develop a professional presentation using PowerPoint 2003.

Learn the basics of creating and editing slides, applying a design template and changing the color scheme and layout a slide. Add tables, charts, clip art, and auto shapes to enhance the eye appeal of slides. Learn to add transition effects, speaker's notes, headers and footers to notes pages and handouts. [7 hours]

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| 08S-C350 | Feb 25, 27 | MW | 1:00p – 4:30p | \$100-KaCC | OCET2 |
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| 08S-C351 | Apr 22, 24 | TTh | 8:30a – 12:00p | \$100-KaCC | OCET2 |
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POWERPOINT 2003 INTERMEDIATE

Prerequisite: PowerPoint introduction or equivalent. Enhance a PowerPoint presentation with special effects text blocks and auto shapes, organization charts and add Word or Excel objects onto slides. Insert sound and movie clips into a presentation. Other intermediate level techniques include manually branching to specific slides, creating hyperlinks, adding timings and animation effects to slides to truly create a custom slide show.

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|----------|------------|----|----------------|------------|-------|
| 08S-C360 | May 19, 21 | MW | 8:30a – 12:00p | \$100-KaCC | OCET2 |
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WORD 2003 INTRODUCTION

Prerequisite: Windows XP or equivalent experience. Develop the art of document creation using the new Word 2003 to create and edit professional-looking documents. Topics covered include: Creating, saving and printing documents; applying format changes to text using the font menu and paragraph options; changing document layout margins and tab stops; using Word's writing tools to spell and grammar check documents and use the new translation dictionary feature; creating and printing envelopes and labels; previewing and saving documents as a web page; and using Word's templates to create documents.

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|----------|------------|----|---------------|------------|-------|
| 08S-C370 | Jan 28, 30 | MW | 1:00p – 4:30p | \$100-KaCC | OCET2 |
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| 08S-C372 | May 19, 21 | MW | 1:00p – 4:30p | \$100-KaCC | OCET2 |
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WORD 2003 INTERMEDIATE

Prerequisite: Word Introduction or equivalent. Enhance your word processing skills using intermediate editing and formatting techniques. Topics covered include: Finding and replacing formatting and special characters; setting up a table and converting text to a table; creating and restructuring newsletter-style columns in a document; creating charts and diagrams in a document; applying styles to text; setting up an outline document; producing reports with headers and footers and page numbering; using the tracking changes feature to collaborate projects with other users.

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| 08S-C380 | Feb 4, 6 | MW | 1:00p – 4:30p | \$100-KaCC | OCET2 |
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| 08S-C382 | Jun 2, 4 | MW | 1:00p – 4:30p | \$100-KaCC | OCET2 |
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WORD 2003 ADVANCED

Prerequisite: Word Intermediate or equivalent. Create mail merge documents using a data source and form to produce form letters, envelopes, labels and other customized documents. Enhance documents by adding special effects such as borders, shading, clipart, data charts (bar, pie-shaped, line) and more!

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| 08S-C390 | Apr 1, 3 | TTh | 8:30a – 12:00p | \$100-KaCC | OCET2 |
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EXCEL 2007 INTRODUCTION

Prerequisite: Windows XP or equivalent experience. Please call Kauai Community College, Office of Continuing Education & Training (245-8355), for course description.

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|----------|------------|-----|----------------|------------|-------|--------|
| 08S-C800 | Feb 28, 29 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
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| 08S-C801 | June 5, 6 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
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EXCEL 2007 INTERMEDIATE

Prerequisite: Excel Introduction or equivalent. Please call Kauai Community College, Office of Continuing Education & Training (245-8355), for course description.

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|----------|------------|-----|----------------|------------|-------|--------|
| 08S-C810 | March 6, 7 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
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| 08S-C811 | June 12, 13 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
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POWERPOINT 2007 INTRODUCTION

Prerequisite: Windows XP or equivalent experience. Please call Kauai Community College, Office of Continuing Education & Training (245-8355), for course description.

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|----------|------------|-----|----------------|------------|-------|--------|
| 08S-C820 | Apr 10, 11 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
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POWERPOINT 2007 INTERMEDIATE

Prerequisite: PowerPoint Introduction or equivalent. Please call Kauai Community College, Office of Continuing Education & Training (245-8355), for course description.

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|----------|------------|-----|----------------|------------|-------|--------|
| 08S-C830 | Apr 17, 18 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
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WORD 2007 INTRODUCTION

Prerequisite: Windows XP or equivalent experience. Please call Kauai Community College, Office of Continuing Education & Training (245-8355), for course description.

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|----------|----------|-----|----------------|------------|-------|--------|
| 08S-C840 | Feb 7, 8 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
| 08S-C841 | May 1, 2 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |

WORD 2007 INTERMEDIATE

Prerequisite: Word Introduction or equivalent. Please call Kauai Community College, Office of Continuing Education & Training (245-8355), for course description.

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|----------|------------|-----|----------------|------------|-------|--------|
| 08S-C850 | Feb 14, 15 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |
| 08S-C851 | May 8, 9 | ThF | 8:30a – 12:00p | \$100-KaCC | OCET2 | Arthur |

ADOBE INDESIGN LEVEL 1

Prerequisite: Windows 95/98/XP or Macintosh environment and mouse proficiency. Adobe's InDesign is considered the best desktop publishing program currently on the market incorporating some features of Photoshop and Illustrator. Whether you are a new or past user of page layout/publishing programs, learn the basics of combining art, text and graphic elements using the digital tools and techniques of InDesign.

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| 08S-C530 | March 10, 12 | MW | 12:30p – 4:30p | \$165-KaCC | OCET2 | Evans/Evans |
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ADOBE INDESIGN LEVEL 2

Prerequisite: Adobe InDesign Level 1. This continuation course is designed for past users of page layout/publishing programs and for students who completed Adobe InDesign Level 1. Learn more of the basics of combining art, text and graphic elements using the digital tools and techniques of InDesign. [8 hours]

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| 08S-C540 | March 17, 19 | MW | 12:30p – 4:30p | \$165-KaCC | OCET2 | Evans/Evans |
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ADOBE ILLUSTRATOR LEVEL 1

Prerequisite: Windows 95/98/XP or Macintosh environment and mouse proficiency. This software tool is preferred by a host of occupations who demand accurate and innovative art and technical drawings. If you are a new user, beginning student or professional who wants to learn ways of enhancing their graphic projects, this course is for you. In this hands-on class, experience basic drawing, editing and reproduction commands and special features and tools of Illustrator.

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| 08S-C550 | Apr 7, 9 | MW | 12:30p – 4:30p | \$165-KaCC | OCET2 | Evans/Evans |
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ADOBE ILLUSTRATOR LEVEL 2

Prerequisite: Adobe Illustrator Level 1. This software tool is preferred by a host of occupations who demand accurate and innovative art and technical drawings. In this hands-on class, experience more drawing, editing and reproduction commands as well as additional special features and tools of Illustrator.

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| 08S-C560 | Apr 14, 16 | MW | 12:30p – 4:30p | \$165-KaCC | OCET2 | Evans/Evans |
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ADOBE PHOTOSHOP LEVEL 1

Prerequisite: Window 95/98/XP or Macintosh environment and mouse proficiency. Photoshop has been used by professional and amateur photographers as well as graphic designers in the preparation of edited photographs. This course is designed for you, the beginner or professional photographer, who wants to learn techniques that will enhance your photographs. In this hands-on class, experience Adobe Photoshop's digital tools and editing techniques.

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| 08S-C570 | May 5, 7 | MW | 12:30p – 4:30p | \$165-KaCC | OCET2 | Evans/Evans |
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ADOBE PHOTOSHOP LEVEL 2

Prerequisite: Computer Graphics-Photoshop Level 1 or equivalent. Photoshop has been used by professional and amateur photographers as well as graphic designers in the preparation of edited photographs. In this hands-on class, experience Adobe Photoshop's digital tools and editing techniques.

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| 08S-C580 | May 12, 14 | MW | 12:30p – 4:30p | \$165-KaCC | OCET2 | Evans/Evans |
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PROFESSIONAL DEVELOPMENT

SUPERVISORY BOOT CAMP

If you are a newly promoted supervisor, this one-day course will cover the basics that today's supervisor needs to know. Course content includes: communication skills, leadership compliance training (sexual harassment, discrimination, alcohol/drugs, workplace violence), supervisory responsibilities/tasks, and people skills.

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|----------|--------|-------|-----------------|------------|---------|-------|
| 08S-B100 | Jan 22 | Tues | 9:00am – 4:00pm | \$100-KaCC | OCET MP | Mince |
| 08S-B102 | May 8 | Thurs | 9:00am – 4:00pm | \$100-KaCC | OCET MP | Mince |

ANGER MANAGEMENT

The key to "anger management" is to understand the nature of anger, its causes and triggers and the cycle of anger. Learn about personal anger behaviors and the consequences of anger such as personal responsibility. Develop techniques to break the cycle, practice conflict resolution and anger management skills.

| | | | | | | |
|----------|--------|---|-----------------|------------|---------|----------|
| 08S-B110 | Feb 20 | W | 9:00am – 4:00pm | \$ 99-KaCC | OCET MP | Pasadava |
|----------|--------|---|-----------------|------------|---------|----------|

DEALING WITH DIFFICULT PEOPLE

Difficult people can be your biggest challenge to success on the job, and the key to working with a difficult person is to understand him/her. This class will discuss different "problem types" and how to skillfully approach them to achieve results.

| | | | | | | |
|----------|----------|---|-----------------|------------|--------|----------|
| 08S-B111 | March 19 | W | 9:00am – 4:00pm | \$ 99-KaCC | OCET 1 | Pasadava |
|----------|----------|---|-----------------|------------|--------|----------|

MAKING BETTER DECISIONS

Are you truly happy? Would you like to be more satisfied and productive in your professional and personal life? It is never too late to make improvements. Learn how to make better personal choices.

| | | | | | | |
|----------|----------|---|-----------------|------------|---------|----------|
| 08S-B112 | April 23 | W | 9:00am – 4:00pm | \$ 99-KaCC | OCET MP | Pasadava |
|----------|----------|---|-----------------|------------|---------|----------|

EXPLORING BEHAVIORAL STYLES

How many times has someone gotten upset with you because they misunderstood your intentions? How many times has someone misread your tone, your mood, or your approach? Was there a small change that you could have made that would have prevented all the confusion? Too often, that insight comes a little too late. This course is designed to help participants grasp that insight before misunderstandings occur, not after. The DiSC model helps people understand some of the most important aspects of human perception and interaction. Participants learn to see the characteristics of each DiSC style and understand their own unique preferences. But most important, they recognize how behavior is likely to be misread and learn how to adjust their communication to meet the needs and styles of those around them.

| | | | | | | |
|----------|--------|----|------------------|------------|---------|---------|
| 08S-B120 | Jan 17 | Th | 8:00am – 12:00pm | \$110-KaCC | OCET MP | Tuckner |
|----------|--------|----|------------------|------------|---------|---------|

REDUCING CONFLICT

Few of us like conflict. So why is it so pervasive, so enduring, and so difficult to resolve? One of the primary reasons is that we all have a natural instinct to see just one side of the issue: our own. Can the instinct be reshaped? Twenty-five years of DiSC training show it can. This is a simple but powerful program that helps individuals and groups develop the understanding and empathy to work through tough interpersonal conflicts. This course is designed to spark a lasting change that speaks to not only the individual, but also the group. It builds fundamental skills that are crucial for effective teamwork and communication.

| | | | | | | |
|----------|----------|------|-----------------|------------|---------|---------|
| 08S-B121 | April 15 | Tues | 8:00am – 4:00pm | \$200-KaCC | OCET MP | Tuckner |
|----------|----------|------|-----------------|------------|---------|---------|

IMPROVING COMMUNICATION

Understand the DiSC model of human nature and develop an appreciation for personal differences. Get feedback to see the different ways that behaviors are interpreted by coworkers and gain an empathic understanding for why coworkers act the way they do. Recognize the types of communication that are effective and ineffective with each style, and develop specific communication strategies that build a culture of alliance and collaboration.

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|----------|---------|---|-----------------|------------|---------|---------|
| 08S-B122 | June 18 | W | 8:00am – 4:00pm | \$200-KaCC | OCET MP | Tuckner |
|----------|---------|---|-----------------|------------|---------|---------|

SAFETY

DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS (CDAT)

This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing (DAT) program to meet requirements found in federal regulations, Collective Bargaining Unit Agreements (CBAs) and Memorandum of Agreements (MOAs). This training program will inform supervisors of their responsibilities under the state DAT program. Supervisors designated to determine whether reasonable suspicion exists are required to attend training on a recurring basis and on a timeline to be determined by their appropriate CBA and MOAs.

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|--------------|--------|---|----------------|------------|--------|
| Session 0021 | Apr 23 | W | 12:30p - 3:30p | \$0.00-HRD | Ka UPW |
|--------------|--------|---|----------------|------------|--------|

WORKPLACE VIOLENCE TRAINING PROGRAM FOR EMPLOYEES (EVIW)

Provides non-supervisory employees, primarily from BU 1 and 10, the means and methods to maintain a workplace free from violence. Provide employees safety and health training that includes recognition of conditions and behaviors that may lead to or increase the risk of violence. This training program is a contractual provision of UPW.

| | | | | | |
|--------------|--------|---|----------------|------------|--------|
| Session 0103 | Apr 22 | T | 9:00a - 11:00a | \$0.00-HRD | Ka UPW |
| Session 0104 | Apr 22 | T | 12:30p – 2:30p | \$0.00-HRD | Ka UPW |

WORKPLACE VIOLENCE TRAINING PROGRAM FOR SUPERVISORS (VIW)

Workplace violence is a growing concern as it continues to escalate in our workplaces. Many of us do not understand what constitutes workplace violence or what must be done when we are informed of it. Supervisors are at the frontline of identifying incidences of workplace violence. The purpose of the program is to educate you on the nature of violence in the workplace, where it is most likely to occur, signs and signals of potential exposures to violence, prevention and mitigating activities, and employee responsibilities.

| | | | | | |
|--------------|--------|---|----------------|------------|--------|
| Session 0056 | Apr 23 | W | 9:00a - 11:00a | \$0.00-HRD | Ka UPW |
|--------------|--------|---|----------------|------------|--------|

MAUI, MOLOKAI, AND LANAI

Reminder: Register with your departmental personnel office.

- Those interested in viewing Maui Community College (MCC) offerings that go beyond what is listed below may do so by going to: www.ocet.org, click on the subject headings under 'Continuing Education & Training' for a list of their current offerings. The schedule will be available in mid-December for viewing.
- Please note the Maui Community College schedule is a combined listing of both state and public offerings, therefore some class listings may not be approved for state workers. Those classes approved for state workers will be designated by an asterisk (*) by MCC. If you are unsure of the class approval status, please contact your departmental personnel office.

SAFETY

DRUG AND ALCOHOL TESTING BU 1 NON-CDL EMPLOYEE BRIEFING (DATU1)

This class is an employee briefing on the implementation of the BU 1 Alcohol and Controlled Substance Testing Program. The purpose of the class is to educate BU 1 Non-CDL employee members who may be subject to the Drug and Alcohol Testing Agreement.

| | | | | |
|-----------|--------|----------------|------------|--------------------|
| Sess 0048 | Jan 15 | 9:00a – 11:00a | \$0.00-HRD | Mo SOBCR |
| Sess 0049 | Jan 16 | 9:00a – 11:00a | \$0.00-HRD | Mo SOBCR |
| Sess 0050 | Jan 18 | 7:00a – 9:00a | \$0.00-HRD | Kalaupapa, Molokai |
| Sess 0051 | Jan 18 | 10:00a – 1:00p | \$0.00-HRD | Kalaupapa, Molokai |
| Sess 0052 | Jan 23 | 9:00a – 11:00a | \$0.00-HRD | LA ArprtCR |

DRUG AND ALCOHOL TESTING BU 1 NON-CDL SUPERVISOR TRAINING (DATU1S)

This is an orientation class open to BU 2, and above, managers and supervisors of BU 1 Non-CDL employees in the Drug and Alcohol Testing Program. It is a mandatory 4-hour program covering implementation of the BU 1 Non-CDL Drug and Alcohol Testing Program.

Important Note: *BU 1 working supervisors should enroll in the Drug and Alcohol Testing BU 1 Non-CDL Employee Briefings (class code: DATU1).*

| | | | | |
|-----------|--------|----------------|------------|--------------------|
| Sess 0020 | Jan 15 | 12:00p – 4:00p | \$0.00-HRD | Mo SOBCR |
| Sess 0021 | Jan 17 | 10:00a – 3:00p | \$0.00-HRD | Kalaupapa, Molokai |
| Sess 0022 | Jan 23 | 12:00p – 4:00p | \$0.00-HRD | LA ArprtCR |

WORKPLACE VIOLENCE TRAINING PROGRAM FOR EMPLOYEES (EVIW)

Provides non-supervisory employees, primarily from BU 1 and 10, the means and methods to maintain a workplace free from violence. Provide employees safety and health training that includes recognition of conditions and behaviors that may lead to or increase the risk of violence. This training program is a contractual provision of UPW.

| | | | | |
|--------------|-------|----------------|------------|--------|
| Session 0095 | Oct 2 | 9:00a – 11:00a | \$0.00-HRD | Ma UPW |
| Session 0096 | Oct 2 | 12:30p – 2:30p | \$0.00-HRD | Ma UPW |

WORKPLACE VIOLENCE TRAINING PROGRAM FOR SUPERVISORS (VIW)

Workplace violence is a growing concern as it continues to escalate in our workplaces. Many of us do not understand what constitutes workplace violence or what must be done when we are informed of it. Supervisors are at the frontline of identifying incidences of workplace violence. The purpose of the program is to educate you on the nature of violence in the workplace, where it is most likely to occur, signs and signals of potential exposures to violence, prevention and mitigating activities, and employee responsibilities.

| | | | | |
|--------------|-------|---------------|------------|--------|
| Session 0054 | Oct 3 | 9:00a -11:00a | \$0.00-HRD | Ma UPW |
| Session 0055 | Oct 3 | 1:00p - 3:00p | \$0.00-HRD | Ma UPW |

OAHU

Reminder: Register with your department personnel office.

COMPUTER

Classes to be held at State ICSD Lab

MICROSOFT WORD 2003 INTRODUCTION

| | | | | |
|--------|-----------|-------------|----------|------------------|
| Y03WDI | January 3 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03WDI | March 17 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03WDI | June 10 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will create, edit, and enhance standard business documents using Microsoft Office Word 2003. Prerequisite: Basic Windows skills.

MICROSOFT WORD 2003 INTERMEDIATE

| | | | | |
|--------|-------------|-------------|----------|------------------|
| Y03WDM | February 12 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03WDM | April 7 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03WDM | June 25 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students increase the complexity of their Microsoft Office Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. They also create personalized Microsoft Office Word 2003 efficiency tools. Prerequisite: Microsoft Word 2003 Introduction.

MICROSOFT WORD 2003 ADVANCED

| | | | | |
|--------|-------------|-------------|----------|------------------|
| Y03WDA | February 28 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03WDA | April 24 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. Prerequisite: Microsoft Word 2003 Intermediate.

MICROSOFT EXCEL 2003 INTRODUCTION

| | | | | |
|--------|-----------|-------------|----------|------------------|
| Y03EXI | January 8 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03EXI | March 11 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03EXI | June 12 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, you will use Microsoft Office Excel 2003 to manage, edit, and print data. Prerequisite: Basic Windows skills.

MICROSOFT EXCEL 2003 INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y03EXM | January 29 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03EXM | April 8 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03EXM | June 26 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, you will use Microsoft Office Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. Prerequisite: Microsoft Excel 2003 Introduction.

MICROSOFT EXCEL 2003 ADVANCED

| | | | | |
|--------|----------|-------------|----------|------------------|
| Y03EXA | March 6 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03EXA | April 28 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. Prerequisite: Microsoft Excel 2003 Intermediate.

MICROSOFT POWERPOINT 2003 INTRODUCTION

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y03PPI | January 22 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03PPI | March 13 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03PPI | June 17 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience. Prerequisite: Basic Windows skills.

MICROSOFT POWERPOINT 2003 INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y03PPM | January 31 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03PPM | April 15 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will enhance presentations with features that will transform basic presentations into those with a powerful means of communication. Prerequisite: Microsoft PowerPoint 2003 Introduction.

MICROSOFT ACCESS 2003 INTRODUCTION

| | | | | |
|--------|-----------|-------------|----------|------------------|
| Y03ACI | January 9 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03ACI | March 10 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03ACI | June 16 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application, and information management tools. Prerequisite: Basic Windows skills.

MICROSOFT ACCESS 2003 INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y03ACM | January 30 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03ACM | April 10 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

Continuing from the Introduction course, you will learn how to design and create a new Access database. Prerequisite: Microsoft Access 2003 Introduction.

MICROSOFT ACCESS 2003 ADVANCED

| | | | | |
|--------|-------------|-------------|----------|------------------|
| Y03ACA | February 14 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y03ACA | April 29 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, student will extend their knowledge into some of the more specialized and advanced capabilities. Prerequisite: Microsoft Access 2003 Intermediate.

MICROSOFT WORD 2007 INTRODUCTION

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y07WDI | January 14 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07WDI | March 18 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07WDI | June 18 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. Prerequisite: Basic Windows skills.

MICROSOFT WORD 2007 INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y07WDM | February 4 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07WDM | April 23 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007. Prerequisite: Microsoft Word 2007 Introduction

MICROSOFT WORD 2007 ADVANCED

| | | | | |
|--------|-------------|-------------|----------|------------------|
| Y07WDA | February 20 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07WDA | May 1 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms.
Prerequisite: Microsoft Word 2007 Intermediate

MICROSOFT EXCEL 2007 INTRODUCTION

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y07EXI | January 16 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07EXI | April 2 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07EXI | June 19 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students create and edit basic Microsoft Office Excel 2007 worksheets and workbooks. Prerequisite: Basic Windows skills.

MICROSOFT EXCEL 2007 INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y07EXM | February 6 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07EXM | April 16 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students use Excel 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats.
Prerequisite: Microsoft Excel 2007 Introduction

MICROSOFT EXCEL 2007 ADVANCED

| | | | | |
|--------|-------------|-------------|----------|------------------|
| Y07EXA | February 26 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07EXA | May 5 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. Prerequisite: Microsoft Excel 2007 Intermediate

MICROSOFT POWERPOINT 2007 INTRODUCTION

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y07PPI | January 17 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07PPI | April 3 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07PPI | June 24 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will work with Microsoft Office PowerPoint 2007 to create electronic presentations.
Prerequisite: Basic Windows skills.

MICROSOFT POWERPOINT 2007 INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------|
| Y07PPI | February 7 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07PPI | May 7 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements. Prerequisite: Microsoft PowerPoint 2007 Introduction

MICROSOFT ACCESS 2007 INTRODUCTION

| | | | | |
|--------|-------------|-------------|----------|------------------|
| Y07ACI | February 11 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07ACI | April 14 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07ACI | June 23 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In the course, students create and modify new databases and their various objects. Prerequisite: Basic Windows skills.

MICROSOFT ACCESS 2007 INTERMEDIATE

| | | | | |
|--------|-------------|-------------|----------|------------------|
| Y07ACM | February 27 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07ACM | May 6 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

Continuing from the introduction course, learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Access 2007 with other applications. Prerequisite: Microsoft Access 2007 Introduction

MICROSOFT ACCESS 2007 ADVANCED

| | | | | |
|--------|----------|-------------|----------|------------------|
| Y07ACA | March 25 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| Y07ACA | May 14 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will create complex Access databases by structuring existing data, writing advanced queries, and making effective use of forms and reports. Prerequisite: Microsoft Access 2007 Intermediate

MICROSOFT WINDOWS XP INTRODUCTION

| | | | | |
|--------|---------|-------------|----------|------------------|
| YXPWNI | March 3 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| YXPWNI | June 5 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

Students will learn the basic skills necessary to operate and maintain a personal computer using Windows XP Professional. Prerequisite: Some basic acquaintance with a computer.

INTERNET EXPLORER 7.0

| | | | | |
|--------|-----------|-------------|----------|------------------|
| YIE70I | January 2 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| YIE70I | March 5 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
| YIE70I | June 9 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |

In this course, students will use the tabbed browsing feature to browse the web and access the information they desire. Internet Explorer 7 provides a user-friendly interface and enhanced security features for a safe and secure browsing experience. Prerequisite: Some basic acquaintance with a computer.

USING HTML TO CREATE WEB PAGES

| | | | | |
|-------|--------|-------------|----------|------------------|
| YHTWP | May 13 | 8:30 - 4:00 | \$139.00 | Keoni Ana Rm 303 |
|-------|--------|-------------|----------|------------------|

This course is on the topic of creating Web pages with Hypertext Markup Language (HTML). This course presents the basics of this foundational Web technology and enables you to create your own functional pages. Prerequisite: Basic Windows skills.

Classes to be held at New Horizons location**MICROSOFT WORD XP INTRODUCTION**

| | | | | |
|--------|----------|-------------|----------|------------------------|
| YXPWDI | March 12 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPWDI | June 20 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

This course is the first in a series of three Microsoft Word courses. It will provide you with the basic concepts required to produce common business documents as well as give you the opportunity to apply them. Prerequisite: Basic Windows skills.

MICROSOFT WORD XP INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------------|
| YXPWDM | January 24 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPWDM | April 9 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course you will learn intermediate Word 2002 skills including how to create templates, manage table data, create a newsletter, send form letters, create a Web page, and manage document changes. Prerequisite: Microsoft Word XP Introduction.

MICROSOFT WORD XP ADVANCED

| | | | | |
|--------|-------------|-------------|----------|------------------------|
| YXPWDA | February 20 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPWDA | May 8 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course you will gain the skills needed to create and use forms, macros, and document references, and to revise documents and edit Web pages in Word. Prerequisite: Microsoft Word XP Intermediate.

MICROSOFT EXCEL XP INTRODUCTION

| | | | | |
|--------|-----------|-------------|----------|------------------------|
| YXPEXI | January 4 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPEXI | March 14 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPEXI | June 27 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course you will create, edit, format and print basic worksheets and charts in Excel. Prerequisite: Basic Windows skills.

MICROSOFT EXCEL XP INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------------|
| YXPEXM | February 1 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPEXM | April 11 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course you will create templates, sort and filter data, import and export data, analyze data, and collaborate. Prerequisite: Microsoft Excel XP Introduction.

MICROSOFT EXCEL XP ADVANCED

| | | | | |
|--------|-------------|-------------|----------|------------------------|
| YXPEXA | February 28 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPEXA | May 9 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course you will customize workbooks, work with multiple data sources, collaborate with other users, and enhance spreadsheets using charts and graphic objects. Prerequisite: Microsoft Excel XP Intermediate.

MICROSOFT POWERPOINT XP INTRODUCTION

| | | | | |
|--------|------------|-------------|----------|------------------------|
| YXPPPI | January 11 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPPPI | March 24 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course you will learn the basic skills necessary to begin effectively creating presentations in Microsoft PowerPoint. Prerequisite: Basic Windows skills.

MICROSOFT POWERPOINT XP INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------------|
| YXPPPM | February 8 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPPPM | April 17 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

This course is designed for students who are familiar with PowerPoint and need to design templates, create slides with special effects, run various slide show, create presentations for the web, and broadcast and review presentations in their job. Prerequisite: Microsoft PowerPoint XP Introduction.

MICROSOFT ACCESS XP INTRODUCTION

| | | | | |
|--------|------------|-------------|----------|------------------------|
| YXPACI | January 18 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPACI | March 21 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

This course is for the new user of Access and assumes no experience with relational databases. The topics cover creating databases in Access and working with the data by using tables, queries, forms, and reports. Prerequisite: Basic Windows skills.

MICROSOFT ACCESS XP INTERMEDIATE

| | | | | |
|--------|------------|-------------|----------|------------------------|
| YXPACM | February 5 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPACM | May 22 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

This course will bring you into more in depth techniques including managing data, controlling, finding and joining data. Prerequisite: Microsoft Access XP Introduction.

MICROSOFT ACCESS XP ADVANCED

| | | | | |
|--------|-------------|-------------|----------|------------------------|
| YXPACA | February 29 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YXPACA | June 30 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

Students will learn how to use complex query techniques, create efficient forms and reports. Prerequisite: Microsoft Access XP Intermediate.

MICROSOFT OUTLOOK 2003

| | | | | |
|--------|-------------|-------------|----------|------------------------|
| Y03OTI | February 13 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| Y03OTI | April 18 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

This course will provide students with the skills needed to start sending and responding to email in Microsoft Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.

Prerequisite: Basic Windows skills.

MICROSOFT OUTLOOK 2007

| | | | | |
|--------|-------------|-------------|----------|------------------------|
| Y03OTI | February 14 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| Y03OTI | April 22 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course, students learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. Prerequisite: Basic Windows skills.

MICROSOFT PROJECT

| | | | | |
|-------|-------------|-------------|----------|------------------------|
| YPRPL | February 25 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YPRPL | March 28 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

This course is designed for individuals who use Microsoft Office Project. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase. Prerequisite: Basic Windows skills. Recommended: Some familiarity with Excel or Access.

WINDOWS VISTA INTRODUCTION

| | | | | |
|--------|---------|-------------|----------|------------------------|
| YVSWNI | March 7 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YVSWNI | June 6 | | | |

In this course, students will familiarize themselves with the basics of personal computers, customize Windows Vista, and manage file and folders. They will also work with simple tools and browse the Internet. Prerequisite: Some basic acquaintance with a computer.

INTERNET EXPLORER 6.0

| | | | | |
|--------|---------|-------------|----------|------------------------|
| YIE60I | March 4 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YIE60I | June 13 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

Students will learn how to browse and find information on the Internet using Internet Explorer 6.0. Prerequisite: Basic Windows skills

PHOTOSHOP INTRODUCTION

| | | | | |
|-------|------------|-------------|----------|------------------------|
| YPHSI | January 25 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YPHSI | April 4 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

Photoshop presents a great depth of tools and functions to manage photographs. The introductory class covers the environment, sizing images, selecting image areas, working with layers, and blending and compositing. Prerequisite: Basic Windows skills and some familiarity with photography.

PHOTOSHOP INTERMEDIATE

| | | | | |
|-------|-------------|-------------|----------|------------------------|
| YPHSM | February 15 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YPHSM | May 14 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

Students go more deeply into the abilities of Photoshop in this second class, covering image modes, color and painting, text, layer effects, filters, adjusting images and saving completed images. Prerequisite: Photoshop Introduction.

ACROBAT

| | | | | |
|--------|-------------|-------------|----------|------------------------|
| YAAPDI | February 21 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YAAPDI | May 21 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

In this course, students will use Adobe Acrobat to make your information more portable, accessible, and useful to meet the needs of your target audience. Prerequisite: Basic Windows skills.

DREAMWEAVER

| | | | | |
|-------|-------------|-------------|----------|------------------------|
| YDRDI | February 22 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |
| YDRDI | April 30 | 8:30 - 4:00 | \$199.00 | New Horizons Kapiolani |

This course will introduce students to the basics of the Macromedia Dreamweaver Web development application. Prerequisite: Basic Windows skills. Recommended: Exposure to HTML.

HEALTH AND WELLNESS

ADDRESSING SEXUAL HARASSMENT IN THE WORKPLACE (ASH)

Sexual harassment on the job is something we do not like to think about, yet it can and does happen. This course will help us to understand what behaviors constitute sexual harassment, what the individual and organization liabilities are and what to do should it happen at the worksite. Additional sessions may be scheduled depending on need

| | | | | |
|-------------|-------|----------|-------------|----------------|
| 081BMST166A | May 2 | 8:00-12N | \$45.00-KCC | Oa KCCmano 104 |
|-------------|-------|----------|-------------|----------------|

INDIVIDUAL / INTERPERSONAL DEVELOPMENT

ADVANCED WRITING

Everyone at work is required to convey ideas, events, and transactions on paper rapidly and concisely.

In this action-oriented workshop, you will learn to develop and polish your letters. Instruction emphasizes formula writing, psychology, and style. This seminar will also cover e-mail etiquette and writing strategies.

Recommended Prerequisite: Review of English Grammar.

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|-------------|----------------|----------|-------------|----------------|
| 081BMST140A | Apr 21, 23, 25 | 8:00-12N | \$80.00-KCC | Oa KCCmano 104 |
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COMMUNICATING AT WORK (Includes Strategies for Building & Motivating Teams)

Discover the basic principles and practice the basic skills of good interpersonal communication. Learn how to build trusting, supportive climates and relationships, how to listen with empathy, as well as how to resolve conflicts and sell your ideas to others. This workshop will also train you on how to develop high performance teams by aligning personal and organizational goals, finding and building on employee strengths, and promoting and maintaining commitment from team members.

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|-------------|----------------|----------|-------------|----------------|
| 081BMST145A | Mar 10, 12, 14 | 8:00-12N | \$80.00-KCC | Oa KCCmano 104 |
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CONDUCTING INVESTIGATIONS 101

This one-day class focuses on non-criminal investigations such as those resulting from charges of discrimination and misconduct. (This class is similar to the investigations classes Susan Kitsu and Francis Keeno taught earlier.) It is intended for employees who will be called upon periodically to conduct such investigations for their departments. Key topics include the role of the investigator, common types of investigations, conducting the investigation and finalizing the investigative report.

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|--------------|--------|-------------|------------|------------------|
| Session 0010 | Jan 29 | 8:00a-4:00p | \$0.00-HRD | Oa SB SOT rm1403 |
| Session 0011 | Mar 18 | 8:00a-4:00p | \$0.00-HRD | Oa SB SOT rm1403 |
| Session 0012 | May 6 | 8:00a-4:00p | \$0.00-HRD | Oa SB SOT rm1403 |

CONFLICT RESOLUTION (Includes Strategies for Dealing with Difficult People)

Conflict occurs at many levels. Understanding the level at which the conflict exists is the first step to resolving an undesirable situation. This course will offer the participants an experiential opportunity to assess their individual styles under normal and conflict conditions. In addition, participants will receive practical ways in which conflicts can be resolved, diffused, or avoided. This workshop will also include techniques on how to deal with difficult people by learning to understand them, and how to identify the different "problem types" in order to skillfully approach them to achieve results.

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|-------------|----------------|----------|-------------|----------------|
| 081BMST200A | Apr 14, 16, 18 | 8:00-12N | \$80.00-KCC | Oa KCCmano 104 |
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HANDLING MULTIPLE PRIORITIES

Handling Multiple Priorities with effectiveness and ease is challenging. We all need support to be our best. This workshop provides the information, tools and support for you to manage your energy, time and workload to your optimal abilities. Proven management strategies are given to ensure improved planning and productivity covering these topics: values clarification, setting priorities and goals, planning smart, eliminating time wasters, office organization tips, and stress management to multi-task with ease.

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|-------------|-------------|----------|-------------|----------------|
| 081BMST211A | May 5, 7, 9 | 8:00-12N | \$80.00-KCC | Oa KCCmano 104 |
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COPING UNDER PRESSURE

This workshop will discuss the following topics: the nature of anger; its causes and triggers; the cycle of anger: the process; personal anger behaviors; consequences of anger; personal responsibility: breaking the cycle; anger management techniques; self-esteem & anger: understanding the connection; assertiveness skills; and personal anger management plan.

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|-------------|----------|----------|-------------|----------------|
| 081BMST115A | Mar 3, 5 | 8:00-12N | \$60.00-KCC | Oa KCCmano 104 |
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MEMORY ENHANCEMENT

Give your brain a fantastic workout by participating in Memory Enhancement. Learn and immediately use proven mnemonic devices such as Peg Systems and Story Telling to Recall Names, Numbers, Scientific Terms and more. Make Memorable Notes using Mapping to store and recall complex material. Learn how to use Biofeedback to discover your optimal learning zone.

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|-------------|------------|----------|-------------|----------------|
| 081BMST150A | May 22, 29 | 8:00-12N | \$60.00-KCC | Oa KCCmano 104 |
|-------------|------------|----------|-------------|----------------|

MEMOS THAT WORK

How you write memos provides a clue to your style of management as well as to your personality. In this seminar, you will improve the memos you write so you communicate more effectively in a shorter time. Aside from routine memos, bad news memos, and persuasive memos, you will learn about memo design, memo etiquette, and memo writing style rules. Recommended Prerequisite: Review of English Grammar.

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|-------------|------------|----------|-------------|----------------|
| 081BMST147A | May 19, 21 | 8:00-12N | \$60.00-KCC | Oa KCCmano 104 |
|-------------|------------|----------|-------------|----------------|

NEW EMPLOYEE ORIENTATION (NEO)

This workshop serves as a supplemental course on topics for the newly hired employee. It is intended to be a refresher course for new employees, whereby they will hear general presentations from several speakers on topics such as deferred compensation, ethics, safety on the job, and the credit union.

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|----------|-------|----------------|------------|------------------|
| Ses 0021 | Feb 6 | 7:45a - 12:30p | \$0.00-HRD | Oa SB SOT rm 204 |
| Ses 0022 | May 7 | 7:45a - 12:30p | \$0.00-HRD | Oa SB SOT rm 204 |

OFFICE SUPPORT STAFF WORKSHOP (OSS)

This one-day workshop focuses on several areas of interest to the clerical support staff. Topics were selected based on the results of focus group sessions held with office support employees to determine their training needs. Topics include: Just My Type: Using Relationship Strategies to Improve Communication Skills, Skill Wars: Winning the Battle for a Better Working Relationship, Stressed? Who Me?: Stress Awareness for the 21st Century, What's Really Important?: How to Manage Your Priorities, and Making the Connection: How to Work Effectively with Your Boss.

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|----------|--------|---------------|------------|-------------------|
| Ses 0019 | Jan 24 | 8:00a - 4:00p | \$0.00-HRD | Oa SB SOT rm 1403 |
| Ses 0020 | Mar 11 | 8:00a - 4:00p | \$0.00-HRD | Oa SB SOT rm 1403 |
| Ses 0021 | May 7 | 8:00a - 4:00p | \$0.00-HRD | Oa SB SOT rm 1403 |

Note: Participants should bring a jacket to the workshop as the air conditioning can be very cold. Parking is the responsibility of the participants and spaces are limited; however, they may check with their personnel offices for the location of nearby parking lots when planning their parking arrangements.

PRE-RETIREMENT REVIEW SEMINAR (PRSN: NON-CONTRIBUTORY PLAN)

Prerequisite: Must be a **NON-CONTRIBUTORY** plan member who is not currently enrolled in the Hybrid plan. This seminar will give a generalized review of the current Non-Contributory Plan. Various speakers will present program information on topics such as deferred compensation, social security, and the credit union etc. The purpose of this seminar is not to provide specific financial planning advice but rather to review the various programs and benefits which, when combined, make up the typical retirement process.

Ses 0011 PRSN Jun 25 8:00a - 2:30p \$0.00-HRD Oa StCapAu

Note: Participants should bring a jacket to the workshop as the air conditioning can be very cold. Parking is the responsibility of the participants and spaces are limited; however, they may check with their personnel offices for the location of nearby parking lots when planning their parking arrangements.

PRE-RETIREMENT REVIEW SEMINAR (PRSC: CONTRIBUTORY PLAN)

Prerequisite: Must be a **CONTRIBUTORY** plan member who is not currently enrolled in the Hybrid plan. This seminar will give a generalized review of the current Contributory Plan. Various speakers will present program information on topics such as deferred compensation, social security, and the credit union etc. The purpose of this seminar is not to provide specific financial planning advice but rather to review the various programs and benefits which, when combined, make up the typical retirement process.

Ses 0011 PRSC Jun 26 8:00a - 3:00p \$0.00-HRD Oa StCapAu

Note: Participants should bring a jacket to the workshop as the air conditioning can be very cold. Parking is the responsibility of the participants and spaces are limited; however, they may check with their personnel offices for the location of nearby parking lots when planning their parking arrangements.

PRE-RETIREMENT REVIEW SEMINAR (PRSH: HYBRID PLAN)

Prerequisite: Must be a **HYBRID** plan member. This seminar will give a generalized review of the current Hybrid plan **AND** the combination of Non-Contributory or Contributory plans with the Hybrid plan. Various speakers will present program information on topics such as deferred compensation, social security, and the credit union etc. The purpose of this seminar is not to provide specific financial planning advice but rather to review the various programs and benefits which, when combined, make up the typical retirement process.

Ses 0011 PRSH Jun 26 8:00a - 3:00p \$0.00-HRD Oa StCapAu

Note: Participants should bring a jacket to the workshop as the air conditioning can be very cold. Parking is the responsibility of the participants and spaces are limited; however, they may check with their personnel offices for the location of nearby parking lots when planning their parking arrangements.

PROVIDING SUPERIOR CUSTOMER SERVICE (INCLUDES TELEPHONE SKILLS)

Do you actively listen to your customers? Do you treat them the way you want to be treated? Participate in this class to discover how you can provide excellent service for each and every customer. Communication skills in active listening and speaking are covered for both in-person and over the telephone situations. Learn how to immediately establish rapport with your customers, how to resolve conflicts effectively, and how to ensure your customers are fully listened to and supported each and every time. (3 meetings)

082BMST130A Jun 2, 4, 6 8:00-12N \$80.00-KCC Oa KCCmano 104

REPORT WRITING (INCLUDES STRATEGIES FOR EDITING & PROOFREADING)

Writing a factual observation or incident report in legal, legislative, and personnel reviews is becoming a common practice. This course gives employees guidelines and formulas for construction and completing reports. Learn to combine writing techniques to complete reports quickly, efficiently, and accurately. This workshop will also include editing & proofreading techniques such as: adding, deleting, and reorganizing text in terms of content, organization, and style. Recommended Prerequisite: Review of English Grammar.

081BMST160A May 12, 14, 16 8:00-12N \$80.00-KCC Oa KCCmano 104

REVIEW OF ENGLISH GRAMMAR (INCLUDES ADVANCED GRAMMAR)

The ability to communicate effectively is essential. Communication that is clear, correct, and concise reflects the user's mastery of the English language. This 12-hour program is an intensive course in the fundamentals of grammar, punctuation, and spelling. In addition, it will also cover the different kinds of verbs, using adjectives and adverbs correctly, verbals, different phrases, noun complements, and uses of pronoun cases.

081BMST120A Mar 17, 19, 24 8:00-12N \$80.00-KCC Oa KCCmano 104

SPEED READING

Do you have reports, materials, and business publications that you don't have time to read? This class provides information and training in accelerated reading methods for general and technical reading. It is designed to have you experience reading twice as fast with improved comprehension, measured through a series of pre, mid and post tests. In addition, health tips are given to support eyesight, energy and posture. (2 meetings)

081BMST125A

May 20, 27

8:00-12N

\$60.00-KCC

Oa KCCmano 104

SAFETY

T9500 DEFENSIVE DRIVING COURSE

This National Safety Council certified course is a comprehensive driver improvement program offering practical knowledge to avoid crashes with defensive driving techniques. Emphasis is placed on the application of safe, responsible and lawful driving behaviors. This course satisfies the mandatory traffic class for participants with traffic violations

\$79-OaLCCce 202

| Course No. | Date | Day | Time |
|-------------------|-------------|------------|---------------|
| T9500f | Jan 15 | T | 8:00am-2:00pm |
| T9500g | Feb 12 | T | 8:00am-2:00pm |
| T9500h | Mar 11 | T | 8:00am-2:00pm |
| T9500i | Apr 15 | T | 8:00am-2:00pm |
| T9500j | May 13 | T | 8:00am-2:00pm |
| T9500k | Jun 17 | T | 8:00am-2:00pm |

T9700 FORKLIFT CERTIFICATION

Hawaii Occupational Safety & Health in conjunction with OSHA, established certification requirements for forklift operators. Regulations require employers to provide the training. LCC has established a training and certification program that meets industry standards. Participant must wear long pants and covered shoes. Participant must be at least eighteen years of age. Certification is for Class 1, 4, & 5 vehicles only.

\$135-OaLCCce 202

| Course No. | Date | Day | Time |
|-------------------|-------------|------------|---------------|
| T9700f | Jan 16 | W | 8:00am-3:00pm |
| T9700g | Feb 20 | W | 8:00am-3:00pm |
| T9700h | Mar 19 | W | 8:00am-3:00pm |
| T9700i | Apr 16 | W | 8:00am-3:00pm |
| T9700j | May 21 | W | 8:00am-3:00pm |
| T9700k | Jun 18 | W | 8:00am-3:00pm |

DRUG AND ALCOHOL TESTING BU 1 NON-CDL EMPLOYEE BRIEFING (DATU1)

This class is an employee briefing on the implementation of the BU 1 Alcohol and Controlled Substance Testing Program. The purpose of the class is to educate BU 1 Non-CDL employee members who may be subject to the Drug and Alcohol Testing Agreement.

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|-----------|--------|----------------|------------|------------------------|
| Sess 0047 | Jan 11 | 1:00p – 3:00p | \$0.00-HRD | Oa UHM Ca Ctr, 308/309 |
| Sess 0053 | Jan 22 | 9:00a – 11:00a | \$0.00-HRD | Oa Aloha ST |
| Sess 0054 | Jan 22 | 1:00p – 3:00p | \$0.00-HRD | Oa Aloha ST |

DRUG AND ALCOHOL TESTING BU 1 NON-CDL SUPERVISOR TRAINING (DATU1S)

This is an orientation class open to BU 2, and above, managers and supervisors of BU 1 Non-CDL employees in the Drug and Alcohol Testing Program. It is a mandatory 4-hour program covering implementation of the BU 1 Non-CDL Drug and Alcohol Testing Program.

Important Note: BU 1 working supervisors should enroll in the Drug and Alcohol Testing BU 1 Non-CDL Employee Briefings (class code: DATU1).

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|-----------|--------|----------------|------------|-----------------------|
| Sess 0019 | Jan 11 | 8:00a – 12:00p | \$0.00-HRD | Oa UHM Ca Ctr 308/309 |
|-----------|--------|----------------|------------|-----------------------|

DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS (CDAT)

This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing (DAT) program to meet requirements found in federal regulations, Collective Bargaining Unit Agreements (CBAs) and Memorandum of Agreements (MOAs). This training program will inform supervisors of their responsibilities under the state DAT program. Supervisors designated to determine whether reasonable suspicion exists are required to attend training on a recurring basis and on a timeline to be determined by their appropriate CBA and MOAs.

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|--------------|--------|----------------|------------|----------------|
| Session 0019 | Feb 26 | 8:30a – 11:30a | \$0.00-HRD | Oa Aloha ST |
| Session 0020 | Feb 26 | 12:30p – 3:30p | \$0.00-HRD | Oa Aloha ST |
| Session 0022 | Jun 17 | 8:30a – 11:30a | \$0.00-HRD | Oa SOT, rm 204 |
| Session 0023 | Jun 17 | 12:30p – 3:30p | \$0.00-HRD | Oa SOT, rm 204 |

WORKPLACE VIOLENCE TRAINING PROGRAM FOR EMPLOYEES (EVIW)

Provides non-supervisory employees, primarily from BU 1 and 10, the means and methods to maintain a workplace free from violence. Provide employees safety and health training that includes recognition of conditions and behaviors that may lead to or increase the risk of violence. This training program is a contractual provision of UPW.

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|--------------|--------|----------------|------------|----------------|
| Session 0099 | Feb 12 | 9:00a– 11:00a | \$0.00-HRD | Oa SOT, rm 204 |
| Session 0100 | Feb 12 | 1:00p – 3:00p | \$0.00-HRD | Oa SOT, rm 204 |
| Session 0101 | Mar 11 | 9:00a – 11:00a | \$0.00-HRD | Oa Aloha ST |
| Session 0102 | Mar 11 | 1:00p – 3:00p | \$0.00-HRD | Oa Aloha ST |
| Session 0105 | May 6 | 9:00a – 11:00a | \$0.00-HRD | Oa Aloha ST |
| Session 0106 | May 6 | 12:30p – 2:30p | \$0.00-HRD | Oa Aloha ST |

WORKPLACE VIOLENCE TRAINING PROGRAM FOR SUPERVISORS (VIW)

Workplace violence is a growing concern as it continues to escalate in our workplaces. Many of us do not understand what constitutes workplace violence or what must be done when we are informed of it. Supervisors are at the frontline of identifying incidences of workplace violence. The purpose of the program is to educate you on the nature of violence in the workplace, where it is most likely to occur, signs and signals of potential exposures to violence, prevention and mitigating activities, and employee responsibilities.

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|--------------|-------|---------------|------------|--------------|
| Session 0057 | Jun 3 | 9:00a -11:00a | \$0.00-HRD | Oa SOT rm204 |
| Session 0058 | Jun 3 | 1:00p - 3:00p | \$0.00-HRD | Oa SOT rm204 |

SUPERVISORY LEADERSHIP (Department of Human Resources Development)
Supervisory Leadership Development Program (SLDP)
Register via HRMS

SO, YOU WANT TO BE A SUPERVISOR! (SYW)

This one-day course will focus on giving non-supervisory employees interested in moving up to supervisory positions an understanding of what it means to be a supervisor, what a supervisor really does, and the benefits and challenges of being one.

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|----------|--------|-------------|-------------|-----------------|
| Ses 0010 | Feb 27 | 8:00a-4:00p | \$65.00-HRD | OaKCCmano rm104 |
| Ses 0011 | Apr 30 | 8:00a-4:00p | \$65.00-HRD | OaKCCmano rm104 |

FUNDAMENTALS OF MANAGEMENT (FOM)

This three-day course is an introduction to the field of supervision. It covers the critical general management skills new supervisors need to master in their daily work. Topics in this course include the role of the supervisor, planning, controlling, delegating and problem solving. Foremen (blue collar), working supervisors (professional/white collar), and supervisors in the while collar/professional series should attend this course.

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|----------|-------------------|-------------|--------------|------------------|
| Ses 0016 | Jan 31, Feb 7, 14 | 8:00a-4:00p | \$200.00-HRD | OaKCCmano rm104 |
| Ses 0017 | Apr 3, 10, 17 | 8:00a-4:00p | \$200.00-HRD | OaKCCmano rm 104 |

GENUINE LEADERSHIP 1 (GL1)

This four-day course provides supervisors with leadership skills and focuses on how to: apply basic principles to address organizational problems, listen effectively and identify and cultivate good sources of information, develop strategies to deal effectively with change, manage competing priorities, provide constructive feedback and develop others, and determine how recognizing and reinforcing behaviors can lead to organizational success. Supervising foremen (blue collar), working supervisors (white collar/professional), and supervisors in the white collar/professional series should attend this course.

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|----------|-------------------|-------------|--------------|------------------|
| Ses 0005 | Feb 5, 12, 19, 26 | 8:00a-4:00p | \$450.00-HRD | OaSB SOT rm 1403 |
| Ses 0006 | Apr 8, 15, 22, 29 | 8:00a-4:00p | \$450.00-HRD | OaSB SOT rm 1403 |

GENUINE LEADERSHIP 2 (GL2)

Prerequisite: Completion of Genuine Leadership Part 1. This four-day course continues to provide supervisors with skills focusing on: addressing emotions at work, building team pride and purpose, resolving conflicts within your team, negotiating resources for your team, preparing for performance-related discussions, clarifying performance expectations, correcting performance problems, and conducting performance reviews. Supervising foremen (blue collar), working supervisors (white collar/professional), and supervisors in the white collar/professional series should attend this course.

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|----------|-------------------|-------------|--------------|------------------|
| Ses 0003 | Jun 3, 10, 17, 24 | 8:00a-4:00p | \$450.00-HRD | OaSB SOT rm 1403 |
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INTRODUCTION TO SUPERVISION (ISUP)

This two-day course is a basic introduction to the roles and tasks of a supervisor. It has been designed specifically for blue collar working supervisors.

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|----------|-----------|-------------|--------------|---------------|
| Ses 0014 | Apr 9, 16 | 7:30a-3:30p | \$130.00-HRD | OaKCCmano 104 |
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MONDAY MORNING LEADERSHIP (MML)

This one-day course is based on the best selling business book, "Monday Morning Leadership: 8 Mentoring Sessions You Can't Afford to Miss" by David Cottrell. The lessons learned from this book provide encouragement and direction that will participants become better leaders.

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|----------|--------|----------------|-------------|-----------------|
| Ses 0003 | Feb 14 | 8:00a – 4:00 p | \$30.00-HRD | OaSB SOT rm 204 |
| Ses 0004 | Apr 24 | 8:00a – 4:00 p | \$30.00-HRD | OaSB SOT rm 204 |
| Ses 0005 | Jun 26 | 8:00a – 4:00 p | \$30.00-HRD | OaSB SOT rm 204 |

PROBLEM SOLVING: GENERATING INNOVATIVE SOLUTIONS (PS)

This two-day course provides participants with the skills and strategies to find appropriate problem solutions and the energy to implement them. Supervisors will learn: the problem solving process, the four types of problem-solving thinking, tools to identify and verify probable causes, to generate a variety of alternatives, develop effective decision-making criteria, and to identify the techniques to use in specific situations to support implementation success. Foremen (blue collar), working supervisors (professional/white collar), and supervisors in the while collar/professional series should attend this course.

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|----------|-----------|---------------|--------------|-------------------|
| Ses 0006 | Apr 9, 16 | 8:00a - 4:00p | \$225.00-HRD | Oa SB SOT rm 1403 |
| Ses 0007 | Jun 4, 12 | 8:00a – 4:00p | \$225.00-HRD | Oa SB SOT rm 1403 |

SUPERVISORY/MANAGEMENT (Kapiolani Community College)

PERSUASIVE PRESENTATIONS

Professionals often need to speak in front of groups, sell ideas, or face a camera. High-energy communication skills will help you get your point across with confidence, ease, and professional polish. (2 meetings)

082BMST205A

Jun 3, 5

8:00-12N

\$60.00-KCC

OaKCCmano 104